
POLICY G—2.13.4 WREATH LAYING AND OTHER SERVICES

TYPE GOVERNANCE RISK

POLICY NO: 13 VERSION NO: 4

BACKGROUND

The Shrine of Remembrance holds approximately 200 commemorative services each year. Most services include a wreath laying in the Ceremonial Places of the Shrine or at a Memorial Tree Plaque. This policy outlines the application, conduct, evaluation and review processes for all services within the Shrine Reserve.

POLICY & PROCESS

Application, Approval & Review

1. Any application to conduct a service must be submitted via postal or electronic mail directed to the Shrine's Ceremonial Program Manager (CPM).
2. The CPM will initially review application/s to confirm consistency with the Standards established in this policy and liaise with the applicant to address any inconsistency before the application is referred to the responsible Shrine director.
3. The responsible Shrine director will assess the application and the CPM's review regarding conformity with policy and refer all applications to the next meeting of the Ceremonial Committee with accompanying advice.
4. The Ceremonial Committee will consider all applications and the responsible Shrine director's advice and make its recommendation to the Shrine's Board.
5. Applicants will be advised of the decision of the Board within 10 business days following the meeting at which the application was considered.
6. The Shrine reserves the right to review and provide guidance to applicants regarding the time, format, content and conduct of services held in any location within the Shrine Reserve.
7. A copy of any proposed address must accompany the application or be submitted for approval not less than 10 working days prior to the service.
8. The conduct of services will be reviewed through a post-service evaluation process referred to the Ceremonial Committee. Any service judged to breach any Shrine policy, or the conditions of approval, will be required to re-apply to hold any future service.
9. The Shrine may at its sole discretion postpone or cancel any approved service.

Exclusions

10. Festivals and celebrations of national days are not permitted within the Shrine Reserve.
11. Any approval for a service directly or indirectly associated with a nation other than Australia may be revoked should Australia suspend or otherwise withdraw diplomatic relations with that nation.
12. A new application for a service directly or indirectly associated with a nation other than Australia will only be considered if Australia recognises and maintains diplomatic relations with that nation.

ADOPTED: 16/02/2016

REVIEWER: CEO / DVE

LAST REVIEW: 26/02/2024

AUTHORISED BY: TRUSTEES ON 10/04/2024

Weapons & Catafalque Parties

13. Unless otherwise approved by the Shrine CEO, acting on behalf of the Board, no weapon/s other than those carried by the Shrine Guard, Victorian and Australian Federal Police, ADF personnel (including cadets) or the small dagger included in a piper's traditional dress are permitted within the Shrine Reserve.
14. Unless otherwise approved by the Shrine CEO, acting on behalf of the Board, Catafalque Parties or military guards of honour may only be provided by the Shrine Guard or ADF personnel (including cadets).

STANDARDS

1. All services must include: a tribute to the remembrance of Victorian and Australian service men and women as the focal topic of the ceremony. Services in remembrance of allied servicemen and women may be approved provided there is a close and identifiable link with Australian service. This affiliation must be highlighted during the service.
2. All services are to be conducted in accordance with the Shrine's approved Wreath Laying and Other Service procedures and must include the following elements:
 - i. laying of the wreath/wreaths;
 - ii. Welcome to Country (at commencement of major services including ANZAC Day and Remembrance Day) or Acknowledgement of Country (AOC) (all other services). AOC is to be made once only at any service: as pre-arranged by the MC or the most senior speaker.
 - iii. recitation of the fourth verse of Binyon's "Ode to the Fallen";
 - iv. the sounding of "The Last Post" on a trumpet or bugle or approved recording only;
 - v. a period of silence;
 - vi. "Lest We Forget" (said by the person reciting the ode or laying the wreath and repeated by all present);
 - vii. the sounding of the "Rouse" or "Reveille" on a trumpet or bugle or approved recording only; and
 - viii. playing of any foreign national anthem followed by the Australian National Anthem.
3. Language:
 - i. Speeches are to be predominantly in English but may include addresses in the indigenous languages of Australia and New Zealand.
 - ii. A speech by a foreign dignitary may be delivered in their native language but must be contemporaneously translated into English by a qualified interpreter.
 - iii. Benedictions or prayers by a recognised faith leader may be given in any language without translation.
 - iv. [at major services] The Shrine may require an Auslan interpreter be contracted to support inclusive participation in the service.
4. A Shrine trustee, Life Governor or Governor will normally attend each service on behalf of the Shrine of Remembrance Trustees. The attending trustee, Life Governor or Governor must be included in the official party and recognised in any welcome.

DEFINITIONS & ABBREVIATIONS

NIL

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REVIEWER: CEO / DVE

LAST REVIEW: 26/02/2024

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RELATED DOCUMENTS

- Procedures—Wreath Laying & Other Services

RELATED POLICIES

- Flags & Ensigns
- Usage of Commemorative Spaces
- Memorial Trees and Tree Plaques Policy
- Memorials Policy

RELATED ACTS

- *Shrine of Remembrance Act (1978)*

REVIEW

This policy shall be reviewed as and when required.

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REVIEWER: CEO / DVE

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